



CITY OF SAN LUIS OBISPO

Community Development Department
919 Palm Street, San Luis Obispo, California
(805) 781-7170

Application Checklist

Effective: 7-01-2023

Applications for development permits must include, at minimum, the information in this checklist in order to be accepted for processing and evaluation for final action. Additional information may be required following initial review by staff. Applications missing information in this checklist will not be accepted for review.

Condominium Conversion

Application Fee:
Refer to current Comprehensive Fee Schedule

Completed Planning Application Form:

Applications can be obtained from the Community Development Department or by mail, fax, or at:
www.slocity.org/government/departments-directory/community-development

Statement describing how the project conforms to the City's Condominium Development and Conversion Regulations (SLOMC 17.82). Identify all exceptions to the regulations.

Signed copies of required notice of "intent to convert," or a copy of a certified letter of notification, for each tenant.

Property condition report:

Description of the age, condition, and expected useful life of all elements of the property (foundations, ventilation, roof, etc.), noting unsafe or substandard items and variations from zoning requirements in effect when the project was built, with proposed corrective measures to meet current standards - all prepared by a registered civil or structural engineer, licensed general contractor or architect.

Report from a licensed pest control operator describing the presence and effects of wood-destroying organisms.

Report of any known soil or geological problems, including reference to previous soils reports for the site.

Project Plans, at appropriate scale, using U.S. Customary or English Units

- 3 copies at full size (18" x 26")
- 1 copy at reduced size (8.5" x 11")

Project statistics. Including the zoning and current uses of the site, total square footage, the area of the site to be covered by structures, density calculations, parking calculations and total area of landscaping excluding setback areas and the total number of new and existing dwelling units listed by number of bedrooms.

A site plan. At a minimum include: building footprints, existing and proposed impervious surfaces, existing and proposed drainage patterns, dimensioned property lines and all building setbacks; location, name and width of adjacent rights-of-way; location and width of all waterways; proposed improvements and demolitions; dimensions of all parking spaces and bays; walls, fences and exterior lights; location of recycling and refuse enclosures; landscaping and outdoor use areas, utility meters, distance to nearest structure on adjacent property, north arrow and scale, long and short-term bike parking and storage.

In addition, show:

- Dimensioned site boundaries and site area.
- The location, number of stories, number of dwellings, and proposed use for each new and remaining structure
- The location, use and type of surfacing for all open storage areas, driveways, pedestrian ways, vehicle parking areas and curb cuts.
- The location, height and type of materials for walls or fences.
- The location of all landscaped areas, type of landscaping, method of irrigation, and a statement specifying private or common maintenance.
- The location and description of all recreational facilities.
- The location, size and number of parking spaces to be used in conjunction with each unit.
- The location, type and size of all drainage pipes and structures.
- Sprinkler system - indicate whether existing or proposed.
- Existing contours, building pad elevations and percent slope for all driveways and parking areas.

Checklist continued on next page.

Project Plans (cont...)

Schematic floor plans. Include interior building layouts, existing and proposed rooms or use areas, square footages of bedrooms, entrances and emergency exits, relationship to exterior use areas.

Inclusionary Housing Proposal:

Provide a statement indicating how the project will meet its inclusionary housing requirement including plans showing the number, type and location of affordable units to be built or converted and the term of affordability, or a preliminary calculation of in-lieu fees, or an offer of land dedication.

Other: A separate application for a tentative map or parcel map is required.

Green Building Checklist

Applications for the construction of non-residential projects over 5,000 square feet of gross floor area, or the construction of residential projects with five or more dwelling units shall include a **completed green building checklist**. Applicants shall evaluate and score the proposed project using the appropriate checklist for the type of development. Non-residential projects shall use the most current LEED – NC Checklist for New Construction. For residential projects, applicants shall use the California Build It Green Checklist for either single family or multi-family dwellings; or may use a LEED checklist for residential development. Applicants are encouraged to submit a **narrative** describing how the green building credits will be achieved. Applicants are encouraged, but not required, to submit a green building checklist for projects not listed above. As provided in Chapter 5.5.7 of the City's General Plan, staff and advisory bodies shall provide non-mandatory comments on the completed green building checklists, as appropriate. Completed development projects are encouraged, but generally not required to achieve LEED or other green building certification.

Checklists are available from the Community Development Department, or at: <http://www.usgbc.org/>: and www.slogreenbuild.org/library/.
